

00000000000000000000

1 1. A method for meeting scheduling/meeting room reservations,
2 wherein said method is comprised of the steps of:
3 determining a tentatively scheduled date, time and place to hold a
4 meeting;
5 concurrently contacting prospective meeting attendees and meeting
6 places;
7 concurrently determining if said meeting attendees can attend the
8 tentatively scheduled meeting and if a desired meeting room is available; and
9 reserving said desired meeting room for said scheduled meeting time
10 and date.

1 3. The method, as in Claim 1, wherein said concurrently contacting
2 step is further comprised of step of:
3 concurrently contacting an equipment facilities checklist.

1 5. The method, as in Claim 1, wherein said concurrently contacting
2 step is further comprised of the step of:
3 designating said meeting place as an attendee.

1 6. The method, as in Claim 2, wherein said concurrently contacting
2 step is further comprised of the step of:
3 designating said desired equipment as an attendee.

1 7. The method, as in Claim 1, wherein said method is further
2 comprised of the step of:
3 notifying said attendees of said scheduled meeting time and place.

1 8. The method, as in Claim 2, wherein said method is further
2 comprised of the step of:
3 notifying said attendees that said desired equipment will be available
4 at said desired meeting room on said scheduled meeting time and date.

20250308.061201